Career Transitions

Job Readiness/Computer Literacy Class Schedule

Classes are scheduled each day from 8:30-12:00 and 12:30 to 4:00
For more information call: 388-6701

2009	Monday	Tuesday	Wednesday	Thursday	Friday
January	**12** Assessments Intro to Computer/ Typing Tutorials	**13** Keyboarding Tutorial Instruction (WORD) Computer Lab Assessments	**14** MCIS Keyboarding Tutorial Instruction (WORD) Computer Lab	**15** Goal Setting Keyboarding Tutorial Instruction (WORD) Computer Lab	**16** Goal Setting Keyboarding Computer Lab (Goals and Literacy Letter)
January	**19** Resume/Cover Letter Keyboarding Tutorial Computer Lab (Resume/Cover Letter)	**20** Job Search Strategies Keyboarding Tutorial Computer Lab (Potential Employers, Thank you)	**21** Applications Keyboarding Tutorial Computer Lab (Applications)	**22** Time Management Interviewing Prep Keyboarding Tutorial Computer Lab Work on Assignments	**23** Workplace Communications Computer Lab **(Drafts are due for all assignments today!)**
January	**26** Interview Video Taping or Work on Assignments Computer Lab/ Assignments	**27** Interview Video Taping Final draft of assignments due today at noon Publisher/Powerpoint (only students with all assignments completed)	**28** Job Service (meet at the Bozeman Job Service) Keyboarding Tutorial Instruction (Excel) Computer Lab	**29** Sexual Harassment Computer Post-Test Keyboarding Tutorial Instruction (Excel) Computer Lab	**30** Workplace Attitude/Success **Class Completion Celebration 11:30 – 1:00**

Please do not schedule any appointments during class times.